

**VISAYAS STATE UNIVERSITY**  
**Visca, Baybay City, Leyte**  
**SUMMARY OF SALES, COLLECTIONS AND REMITTANCES**  
**SPECIAL TRUST FUND**

**PROJECT: Coconut Food (STF 6.5)**

**Month: July 2021**

**I. SALES DURING THE MONTH**

|                 |                  |
|-----------------|------------------|
| 1. Cash Sales   | 14,060.00        |
| 2. Credit Sales | 5,600.00         |
| 3. Total Sales  | <b>19,660.00</b> |

**II. ACCOUNT RECEIVABLES**

|   |                  |
|---|------------------|
| 1. Balance, beginning of month          | 71,154.95        |
| 2. Add: Credit sales this month         | 5,600.00         |
| 3. Total receivables this month (1 + 2) | <b>76,754.95</b> |
| 4. Less: Collections during this month  | <b>280.00</b>    |
| a. Cash/check                           | 0.00             |
| b. JV's and OR's                        | 280.00           |
| 5. Balance end of month                 | <b>76,474.95</b> |

**III. COLLECTIONS AND REMITTANCES DURING THE MONTH**

|  |                  |
|--|------------------|
| 1. Cash on hand, beginning of month      | <b>0.00</b>      |
| 2. Add: Cash sales (I.1)                 | 14,060.00        |
| Collection of accounts receivable (II.4) | 280.00           |
| Other payment: Freight and Handling      | 0.00             |
| 3. Total cash during the month (1 + 2)   | <b>14,340.00</b> |
| 4. Less: Remittances to the cashier      | <b>14,340.00</b> |

| Date          | OR No.       | Amount           |
|---------------|--------------|------------------|
| July 9, 2021  | 0601092      | 500.00           |
| July 9, 2021  | 0601093      | 120.00           |
| July 9, 2021  | 0601094      | 1,500.00         |
| July 9, 2021  | 0601095      | 2,160.00         |
| July 9, 2021  | 0601096      | 1,700.00         |
| July 14, 2021 | 0601197      | 1,320.00         |
| July 14, 2021 | 0601198      | 160.00           |
| July 23, 2021 | 0601401      | 500.00           |
| July 23, 2021 | 0601402      | 1,500.00         |
| July 23, 2021 | 0601403      | 1,000.00         |
| July 28, 2021 | 0601550      | 500.00           |
| July 28, 2021 | 0601551      | 1,800.00         |
| July 28, 2021 | 0601552      | 1,580.00         |
|               | <b>TOTAL</b> | <b>14,340.00</b> |

**IV. 5. Cash on Hand, end of the month (3-4)**

Prepared by :

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Clerk/ In charge

Certified Correct:

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Verified Correct:

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